

Ending the Election and Closing the Voting Units

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Overview

Normally, elections end promptly at 8:00 pm. The Chief Judges will give the last voter in line a “Last Voter” card, move everyone in line inside of the polling room (if possible), and have a facility staff member lock the door(s). Everyone in line by 8:00 pm must be processed and allowed to vote. **Do NOT close any of the Voting Units until all voters have voted and left the polling place. If voting hours are extended all voters arriving after 8:00 pm must vote provisionally.**

After all voters have finished voting and left the precinct, closing processes may begin. Judges, working in bipartisan teams of two, will begin closing the Voting Units. They must:

- Remove the Voter Authority Card (VAC) Envelope from each Voting Unit and enter the number of “Ballots” (shown at the bottom of the Voting Unit screen) in the space provided on the *Voting Unit Voter Authority Card (VAC)* (found in the front pocket of the VAC Envelope).
- Count and re-check the VACs in each envelope.
- Fill in the total number of VACs in the spaces provided on the worksheet.
- Return all of the sorted and counted VACs to the envelope they came from and close it. Repeat this procedure for each Voting Unit, ensuring that the VACs for each Voting Unit remain in that Voting Unit’s envelope.
- Record all VAC totals onto the *Voter Authority Card (Paper) Worksheet*. Report the totals to the Chief Judges for the *Closing Totals Report*.
- Be sure to give all completed documentation and VAC Envelopes to the Chief Judges.
- Pack supplies and assist in taking down the Voting Units and place them onto the cart with the luggage handles facing out.
- Assist the Chief Judges with any other assigned tasks.

The precinct total votes are accumulated on the Accumulator Unit and these totals are then transmitted electronically if the precinct is so equipped. Once the results have been uploaded, the Accumulator Unit is closed and packed with the other Voting Units. The Closing Judges, or a bipartisan team of two judges, gather all election materials to deliver to the Board of Elections. This team must ride in the same vehicle the entire way to the Board of Elections.

Remember: A bipartisan team of Election Judges must complete the *Voting System Integrity Report - Part 3*. ALL Election Judges involved with ending the election and closing the Voting Units must sign the *Voting System Integrity Report - Part 3*.

If any Challengers and Watchers are present in the polling place when the Voting Units are being closed, please speak loudly enough for them to hear as you verify the information that is being recorded on the *Voting System Integrity Report*.

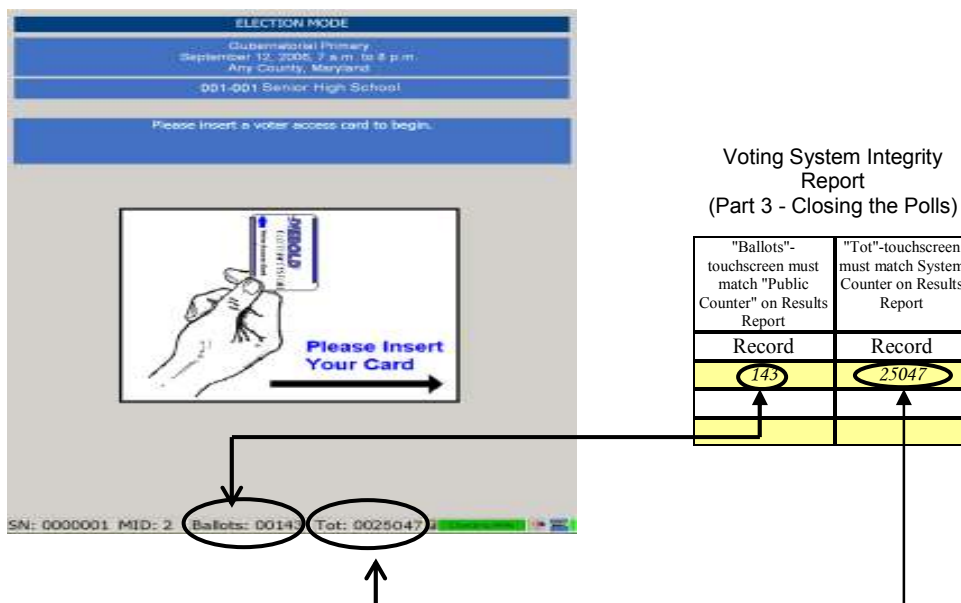
Required Supplies

In order to close down the Voting Units, you will need the following materials:

- *Voting System Integrity Report – Parts 1, 2, and 3* (in the Red Document Folder)
- Voting Unit and padlock keys (on the lanyard worn by the Chief Judges)
- Supervisor card and password (in the Black Leather Case)
- New tamper tape (in the Black Leather Case)
- New red locks (in the Black Leather Case)
- Clipboard (in the Green Bag)

Ending the Election

- Record the Ballots Total (“Ballots:” at bottom of screen) and System Total (“Tot:” at bottom of screen) from each Voting Unit onto the *Voting System Integrity Report - Part 3*.



- Unsnap the right privacy screen.
- Verify that the tamper tape currently on the Voting Unit is intact. **If the word “Void” is visible or there is no tape, a Chief Judge must document in The Chief Judge Log.**



An intact tamper tape



A voided tamper tape

- Verify that the current tamper tape number matches the number recorded when the tamper tape was attached (either *Part 1* or *Part 2* of the *Voting System Integrity Report*).

Ending the Election and Closing the Voting Units

A bipartisan pair of Election Judges must initial the *Voting System Integrity Report - Part 3* to show that the number on **each** tamper tape was verified. If the tamper tape number does not match, a **Chief Judge must document in The Chief Judge Log**.

- If the tamper tape number does match, remove the used tamper tape and affix it to the appropriate position identified on the reverse side of the *Voting System Integrity Report - Part 3*. (i.e. affix the tamper tape removed from Voting Unit 7 to the space identified for Voting Unit 7)
- Unlock the printer compartment (top right side).
- To avoid a printer paper jam, either place the printer compartment top under the Zero Report or position the Zero Report on the outside of the Voting Unit. **Do NOT tear off the Zero Report!**
- Insert the supervisor card into the Voting Unit where the *Voter Access Card* is normally inserted.



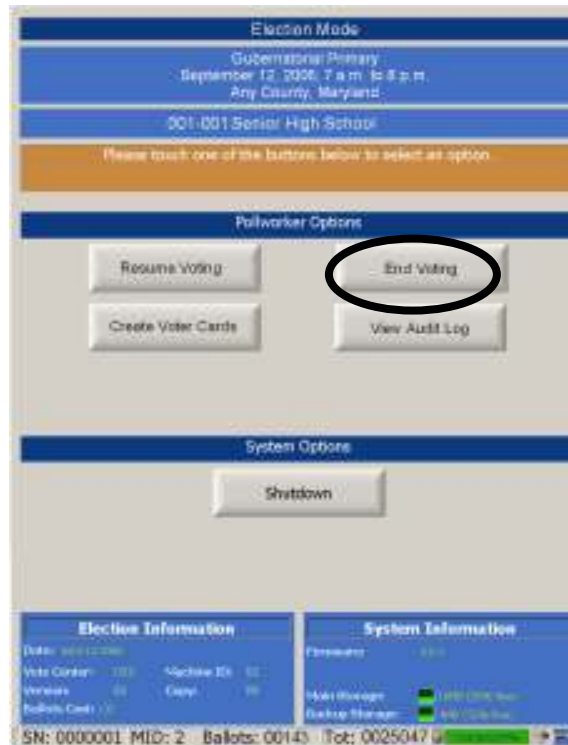
- Enter the password, and press "OK." The password will be displayed on the screen as all asterisks (*). The supervisor card will then eject, and a "Please remove the access card" message box will show on the screen.



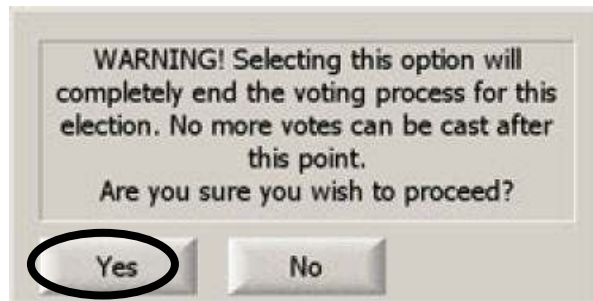
- Remove the supervisor card and secure it.

Ending the Election and Closing the Voting Units

- The “Election Mode” screen will appear. Press the “End Voting” button to close the election and end the voting process.

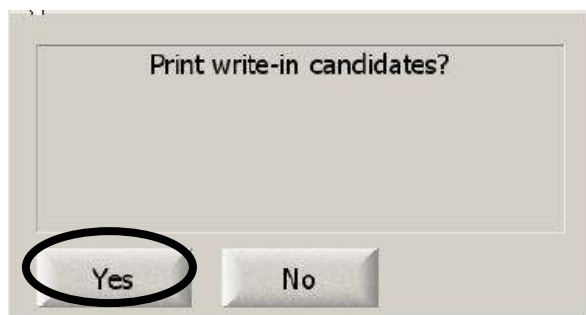


- The “Warning” prompt (as shown below) will appear. Press the “Yes” button to end the voting process.



- Follow steps below to print the first Totals Report (which **must** remain attached to the Zero Report already printed):
 - (For General Election only) If Write-In votes were cast on the Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “Yes.” (If there were no Write-In votes cast on the Voting Unit, the prompt will not appear.)

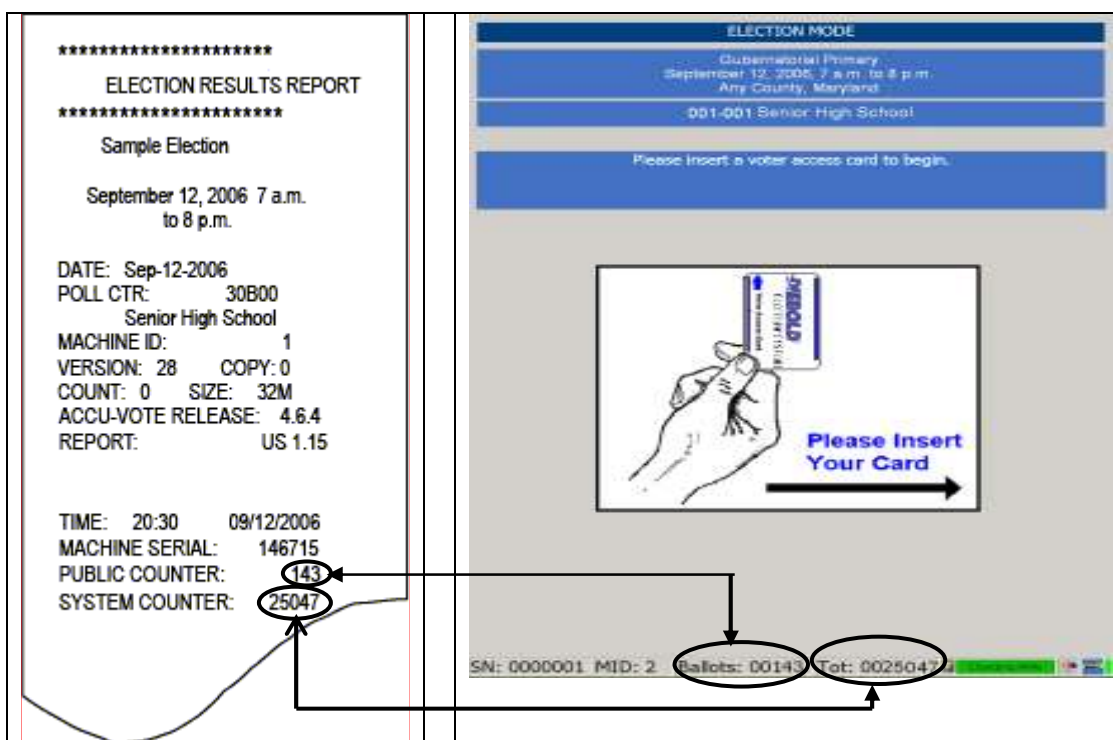
Ending the Election and Closing the Voting Units



- The "Print Long Report?" prompt will appear. Press the "Yes" button.

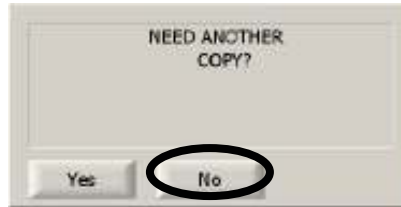


- The Totals Report will print at the end of the Zero Report. Tear off the reports **without** separating them.
- If "Public Counter" on the Totals Report is **NOT** the same as "Ballots" on the Voting Unit screen or if "System Counter" is **NOT** the same as "Tot" on the screen, **Chief Judge must document in The Chief Judge Log.**

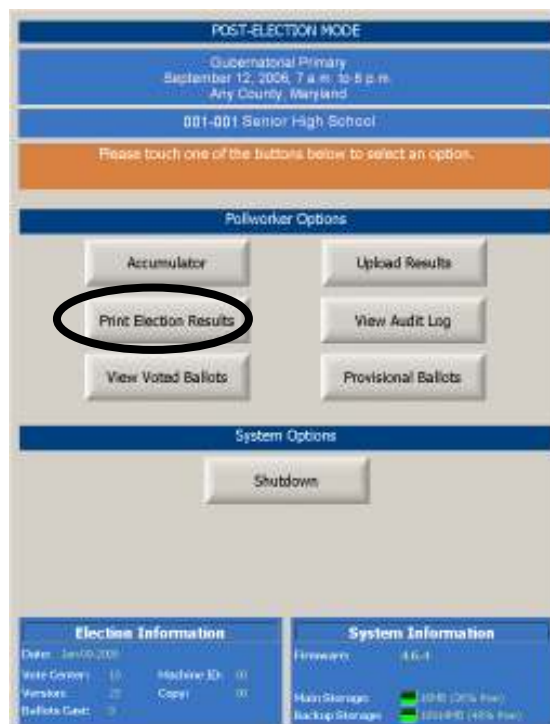


Top portion of sample Totals Report / Election Results Report compared to Voting Unit screen

- **A bipartisan pair of Election Judges** must sign at the bottom of the Totals Report.
- The “Need Another Copy?” prompt will appear. Press “No.” (The “Long Report” option is **not** selected for the 2nd Totals Report.)

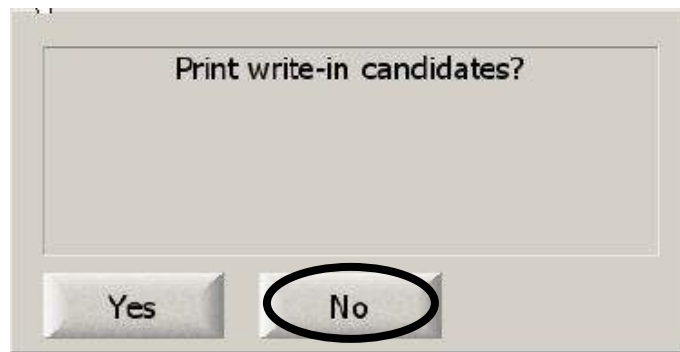


- The Zero/Totals Report will be wrapped loosely around the memory card **after** it is removed from the Voting Unit, and secured in the Black Leather Case.
- The “Post-Election Mode” screen will appear. Follow steps below to print the 2nd Totals Report (this is the copy that is posted at the polling place).
 - Press the “Print Elections Results” button.



- (For General Election only) If Write-In votes were cast on the Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “No.” (If there were no Write-In votes cast on the Voting Unit, the prompt will not appear.)

Ending the Election and Closing the Voting Units



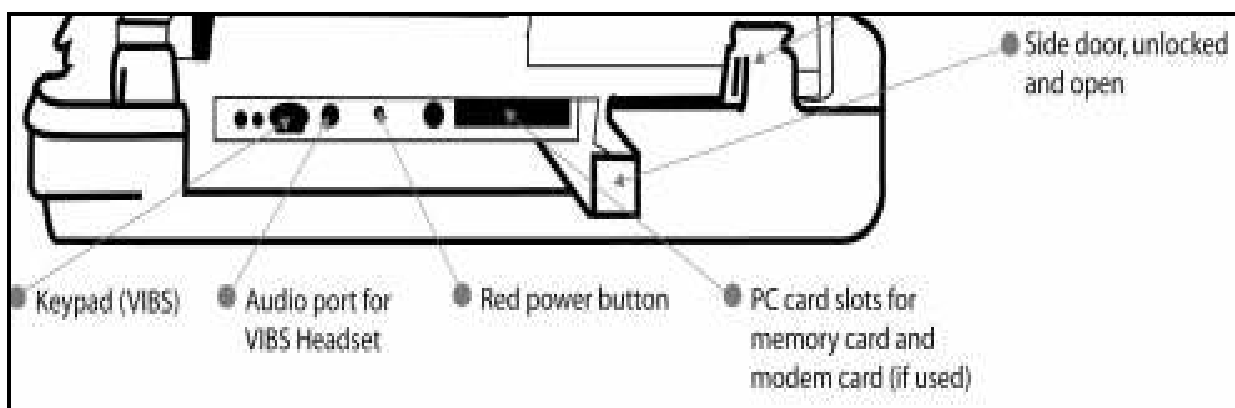
- The "Print Long Report?" prompt will appear. Press the "No" button.



- The 2nd Totals Report will print. Tear off the 2nd Totals Report.
- A bipartisan pair of Election Judges must sign the 2nd Totals Report.
- Post the 2nd Totals Report near the posted Zero Report for each Voting Unit.
- The "Need another copy?" prompt will appear. Press the "No" button.

The "Post-Election Mode" screen will appear. At this time, complete steps below on all Voting Units, **except** for the Zero Unit, which will be used to accumulate and transmit results. **Do NOT shut down or remove the memory card from the Zero (Accumulator) Unit.**

- After the "Post-Election Mode" screen appears, press the black button to the left of the PC card slot to remove the memory card from the side compartment.

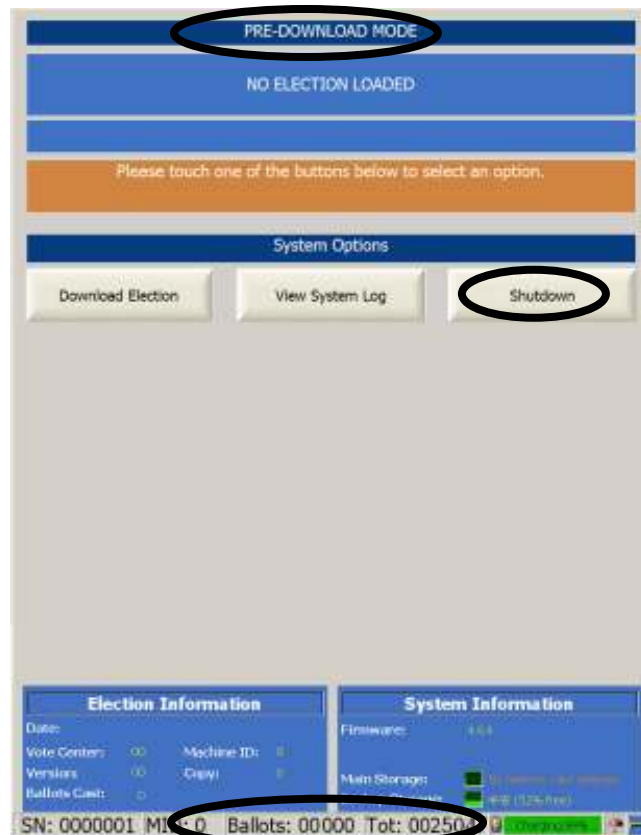


- Record the serial number of the memory card (found on the back of the memory card above the barcode) on the *Voting System Integrity Report - Part 3*. Wrap the Zero/Total Report around the memory card and take it to the Zero Unit for accumulation.



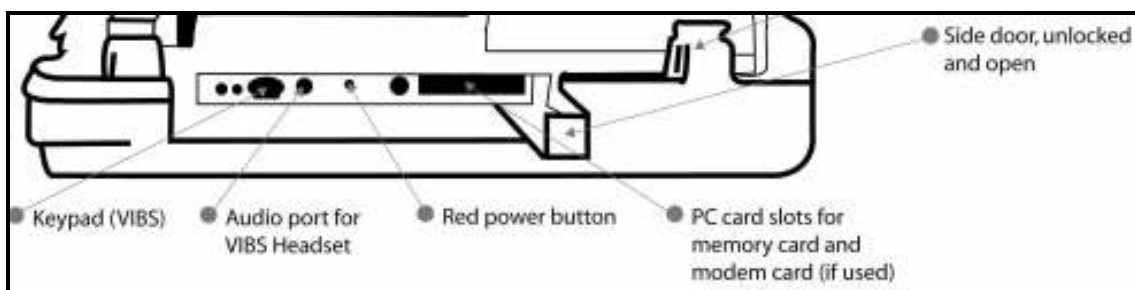
- When the “Pre-Download Mode” message appears, press the “Shutdown” button. A message will appear asking if you are sure you want to shut down the Voting Unit. Press “Yes.” Another message will appear instructing you to press the power button in the side compartment to turn off the unit.

Ending the Election and Closing the Voting Units

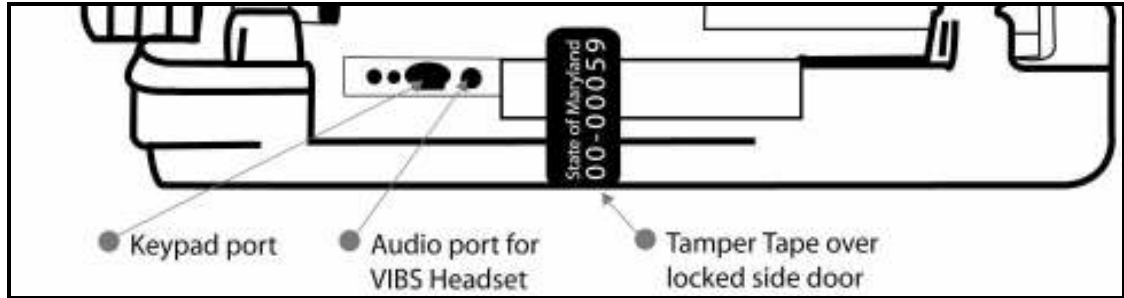


"Ballots" at the bottom of the screen will become all zeroes when the memory card is removed, but "Tot" will not change.

- Press the red power button in the side compartment.



- Close and lock the side compartment door.
- Locate the new tamper tape (secured in the Black Leather Case).
- Put the tamper tape over the keyhole of the side compartment. The tamper tape is to extend above and below the door to the side compartment. See the illustration below for the proper positioning of the tamper tape.
- Record the new tamper tape number on the *Voting System Integrity Report - Part 3*.



IMPORTANT REMINDERS

Do **NOT** forget to “End the Election” and print Totals Reports on Voting Units that were not used (have no votes) or were shut down during the day.

If a Voting Unit was shut down during Election Day and will not turn on in order to “End the Election,” **Chief Judge must document in The Chief Judge Log.**

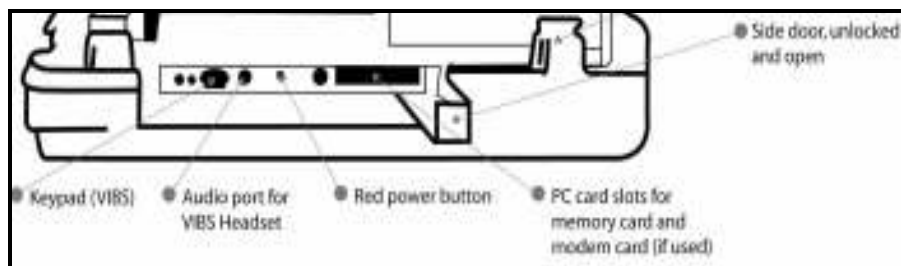
Once shutdown of a Voting Unit machine is completed, and the memory card with the Zero/Totals Report has been taken to the Zero Unit for accumulation; other judges, as directed by the Chief Judges, will take down the Voting Unit and place it on the blue cart, as described at the end of this chapter.

Chief Judges will collect all the memory cards at the Zero Unit and accumulate the results, as follows.

Accumulating Results

Take all memory cards to the unit designated as the Zero Unit for accumulation.

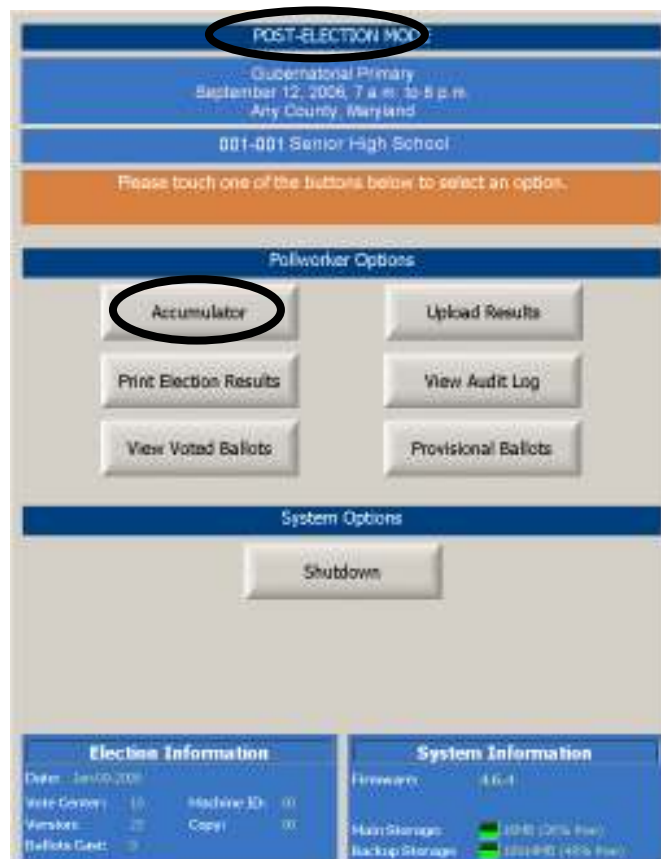
- Verify that you have all of the memory cards, **including** memory cards from Voting Units that were shut down during the day and Voting Units that were not used (have no votes).
- Verify that the memory card for the accumulator unit is in the PC card slot.



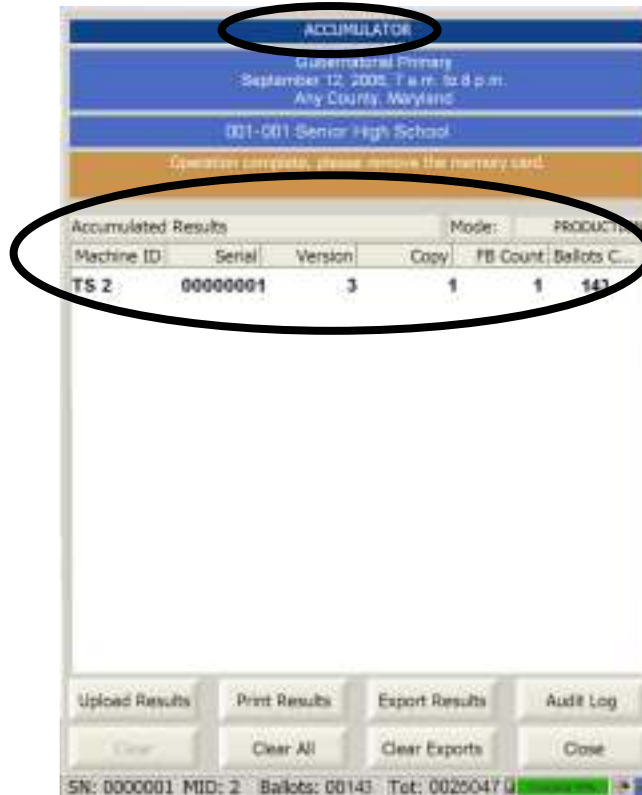
- Press the “Accumulator” button on the “Post-Election Mode” screen.

Ending the Election and Closing the Voting Units

If you **did** move the accumulator unit to another room to transfer the results, follow steps below:



- The “Accumulator” screen will appear, displaying the “Accumulated Results”.
- The results on the memory card are automatically loaded into the accumulator unit. The machine ID and number of ballots on the memory card will appear on the screen when the accumulation is complete.

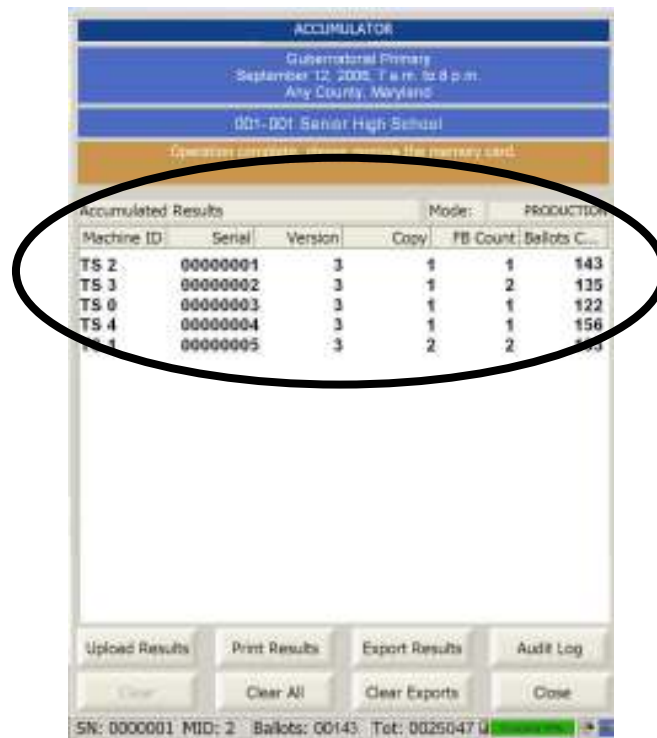


- Remove the memory card from the Voting Unit.
- Record the memory card serial number of the accumulator unit's memory card on the *Voting System Integrity Report - Part 3*. Wrap the zero/total report around the memory card and secure in the Black Leather Case.
- Insert another memory card and repeat steps above until all memory cards have been accumulated and are displayed on the “Accumulated Results” screen. When each memory card has been accumulated and removed from the Zero (accumulator) unit, wrap the associated Zero/Totals report around the memory card and secure it in the Black Leather Case.

Remember to accumulate memory cards from Voting Units that were shut down during the day and Voting Units without any votes.

Ending the Election and Closing the Voting Units

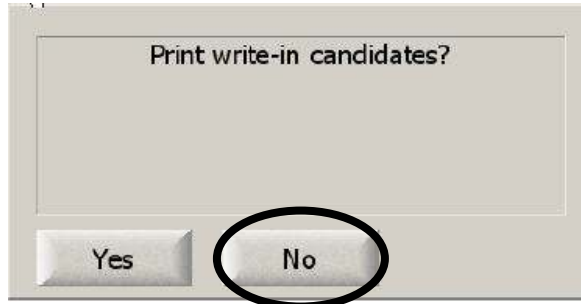
- Verify that the number of lines shown in the “Accumulated Results” matches the number of Voting Units in your precinct.



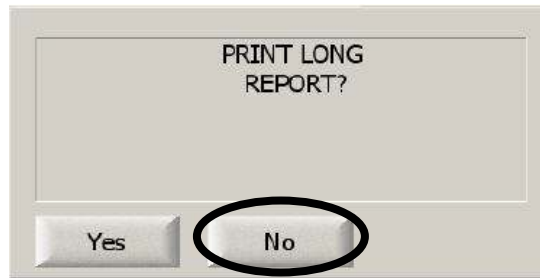
- When all memory cards have been accumulated, press the “Print Results” button and follow steps below to print the 1st copy of the Accumulated Totals Report (which is to be posted at the polling place).



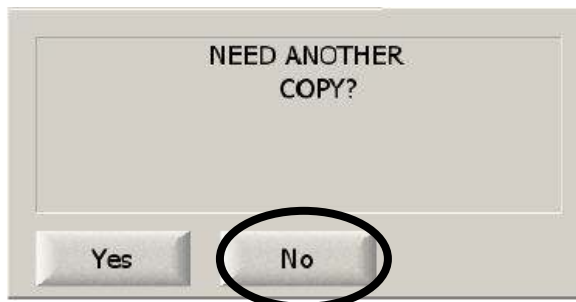
- (For General Election only) If Write-In votes were cast on any Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “No.” (If there were no Write-In votes cast, the prompt will not appear.)



- The “Print Long Report?” prompt will appear. Press the “No” Button.



- Tear off the 1st copy of the Accumulated Totals Report.
- **A bipartisan team of** Chief Judges or Closing Judges must sign the Accumulated Totals Report.
- Post the 1st copy of the Accumulated Totals Report near the other posted reports.
- The “Need Another Copy?” prompt will appear. Press the “No” button.



Ending the Election and Closing the Voting Units

- Press the “Print Results” button and follow the steps below to print the 2nd copy of the Accumulated Totals Report (which will be returned with the memory cards).

ACCUMULATOR

Gubernatorial Primary
September 12, 2006, 7 a.m. to 8 p.m.
Any County, Maryland

001-001 Senior High School

Operation complete; please remove the memory card.

Accumulated Results Mode: PRODUCTION

Machine ID	Serial	Version	Copy	FB Count	Ballots C...
TS 2	00000001	3	1	1	143
TS 3	00000002	3	1	2	135
TS 0	00000003	3	1	1	122
TS 4	00000004	3	1	1	156
TS 1	00000005	3	2	2	133

Upload Results **Print Results** Export Results Audit Log

Clear Clear All Clear Exports Close

SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047

- (For General Election only) If Write-In votes were cast on any Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “Yes.” (If there were no Write-In votes cast, the prompt will not appear.)

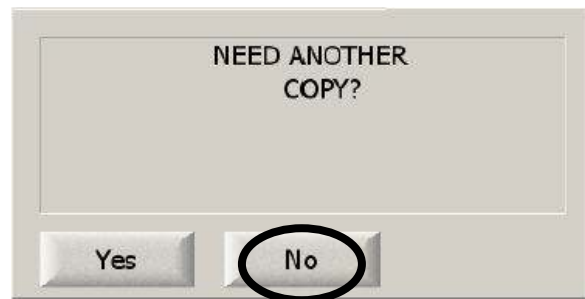
Print write-in candidates?

Yes No

- The “Print Long Report?” prompt will appear. Press the “Yes” button.



- Tear off the 2nd copy of the Accumulated Totals Report.
- Both Chief Judges and Closing Judges must sign the Accumulated Totals Report.
- Secure the Accumulated Totals Report in its designated pocket in the Black Leather Case.
- The “Need Another Copy?” prompt will appear. Press the “No” button.



- If there is a modem card in the second card slot, you are transmitting election results by modem. Leave the last memory card in the accumulator unit and do **NOT** shut it down or put tamper tape on the side compartment door. Proceed to the section below on Transmitting Results.
- **IF** there is **No** modem card in the second card slot, you are not transmitting election results. Press the “Close” button at the bottom of the “Accumulator” screen to return to the “Post-Election Mode” screen and follow steps from the previous section, “Ending the Election”. Ensure that all the memory cards, with their associated Zero/Totals Reports are secured in the Black Leather Case.

IMPORTANT REMINDERS

If you are transmitting election results, **DO NOT** turn off the accumulator unit. If you turn off the accumulator unit, you will have to repeat the ENTIRE accumulating process for your precinct's results. **DO NOT** remove the memory card from the accumulator unit at this time.

If you need to move the accumulator unit to reach the designated telephone line for transmitting, just unplug the unit, but **DO NOT** turn the unit off. The unit will have enough battery power to transmit.

Transmitting Results

The transmitting process encrypts and transfers unofficial election results to the Board of Elections. The results are transferred over a designated telephone line and are **not** transmitted over the Internet.

If the designated accumulator unit with modem was shut down during the day, call the Board of Elections.

Any accredited Challenger and Watcher can observe the transfer of election results by modem, even if you have to move the accumulator unit to another room to modem the results.

IMPORTANT REMINDER

The State Board of Elections' policy allows a Voting Unit to be moved within the same building for the purpose of transmitting election results as long as the following conditions are met:

Accredited Challengers and Watchers may fully observe the process;
A Chief Judge or Closing Judge from different parties, working together, transmit the results; and

After transmitting is completed and the unit is returned to the polling room, another Totals Report must be printed from the unit and posted with the first Totals Report (to show no changes occurred).

Only Chief Judges or Closing Judges transmit the results.

- Verify that there is a memory card in the **bottom** PC card slot. If there is not a memory card in the slot, insert any memory card into the slot.
- Confirm that the modem card is in the **top** PC card slot.
- Plug telephone line into modem card and plug other end of modem cable into the designated phone jack. See floor plan in the Quick-Start Toolkit for location of designated phone jack.
- Press the “Upload Results” button at the bottom of the “Accumulator” screen.

ACCUMULATOR

Gubernatorial Primary
September 12, 2006, 7 a.m. to 8 p.m.
Any County, Maryland

001-001 Senior High School

Operation complete: please remove the memory card.

Accumulated Results Mode: PRODUCTION

Machine ID	Serial	Version	Copy	FB Count	Ballots C...
TS 2	00000001	3	1	1	143
TS 3	00000002	3	1	2	135
TS 0	00000003	3	1	1	122
TS 4	00000004	3	1	1	156
TS 1	00000005	3	2	2	133

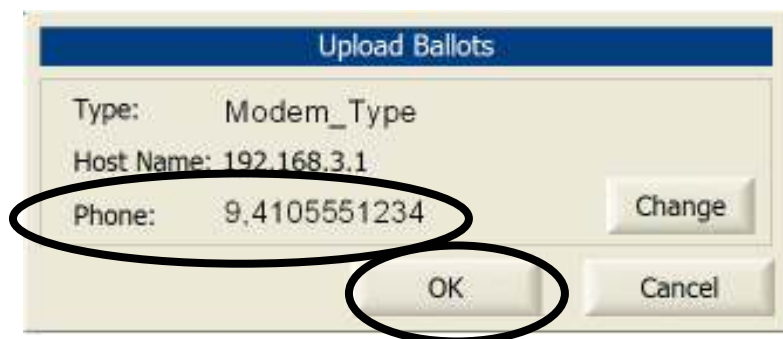
Upload Results Print Results Export Results Audit Log

Clear Clear All Clear Exports Close

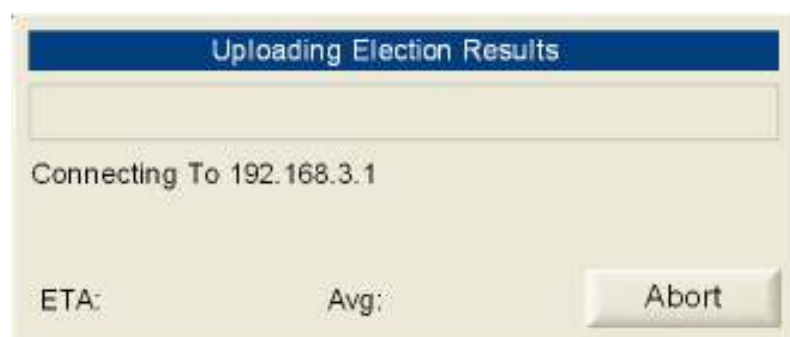
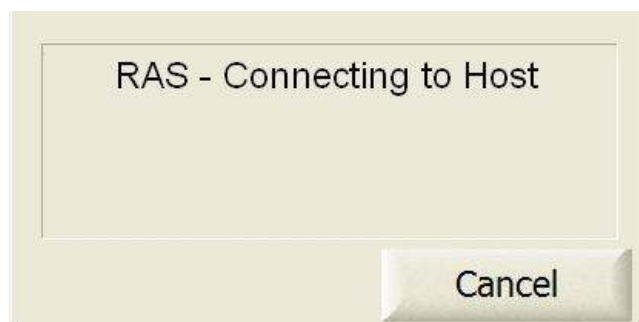
SN: 0000001 MID: 2 Ballots: 00143 Tot: 0025047

Ending the Election and Closing the Voting Units

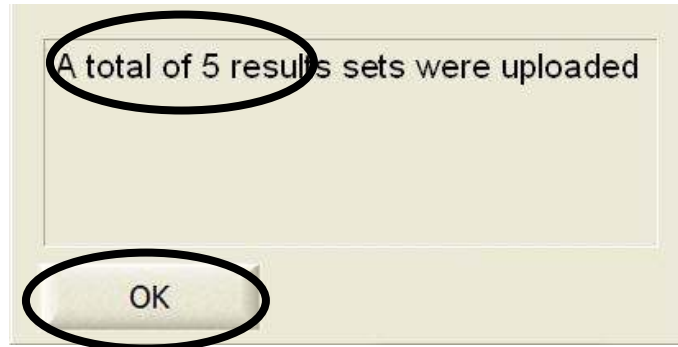
- The “Upload Ballots” screen will appear. The telephone number should already be entered. (If phone number does not appear on screen, call the Board of Elections.) Press the “OK” button.



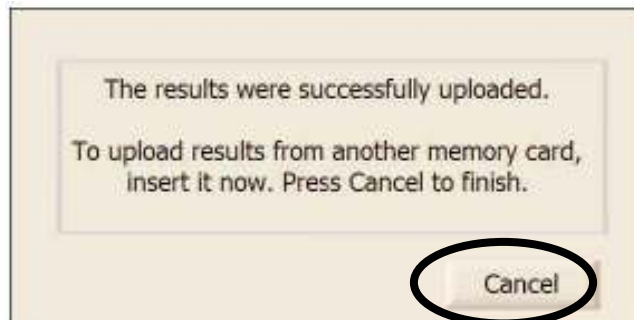
The “RAS-Connecting to Host” message will appear while the modem is dialing the host. The “Uploading Election Results” will then appear. Do **NOT** press any buttons.



- After the results have been uploaded, a message stating the number of result sets uploaded will appear. The number should be the same as the number of memory cards accumulated. Press the “OK” button.

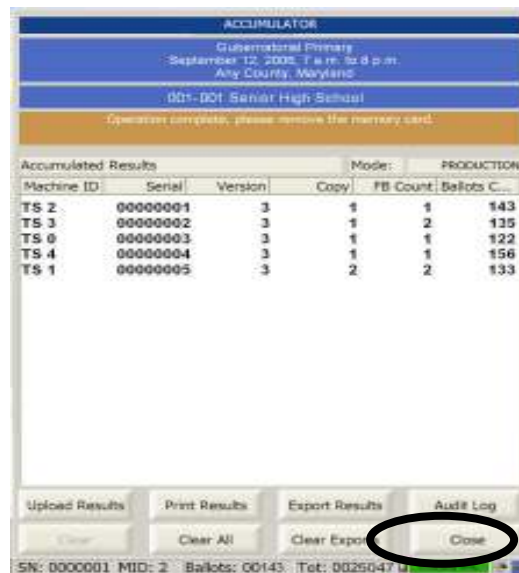


- An “Upload Status” receipt will automatically print.
- Tear off the “Upload Status” receipt and secure it in the Black Leather Case.
- **At this time, call the Board of Elections at (240) 777-8530, to confirm successful transmission.**
- “The results were successfully uploaded” message will appear. Press the “Cancel” button.



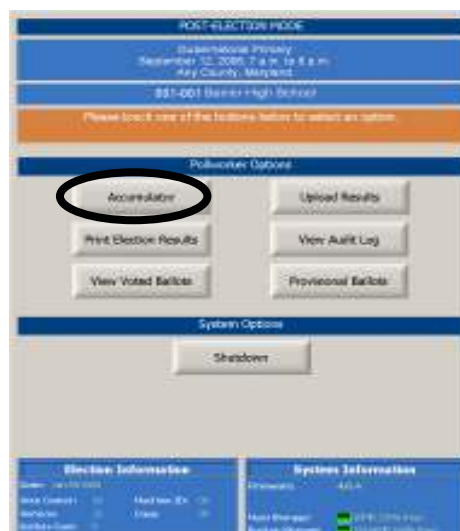
Ending the Election and Closing the Voting Units

- The “Accumulator” screen will appear. Press the “Close” button at the bottom of the screen to return to the “Post-Election Mode” screen.



If you did **not** move the accumulator unit to a different room to transmit results, proceed to **Shutdown**

- If you **did** move the accumulator unit to another room to transfer the results, follow steps below:
 - Return the Voting Unit to the polling room.
 - Press the “Accumulator” button.



Ending the Election and Closing the Voting Units

- Press the “Print Results” button to print a 3rd copy of the Accumulated Totals Report.

ACCUMULATOR

Gubernatorial Primary
September 12, 2006, 7 a.m. to 8 p.m.
Any County, Maryland

Senior High School

Operation complete, please remove the memory card.

Accumulated Results Mode: PRODUCTION

Machine ID	Serial	Version	Copy	FB Count	Ballots C...
TS 2	00000001	3	1	1	135
TS 3	00000002	3	1	2	143
TS 0	00000003	3	1	1	122
TS 4	00000004	3	1	1	156
TS 1	00000005	3	2	2	133

Upload Results **Print Results** Export Results Audit Log

Clear Clear All Clear Exports Close

SN: 0000001 MID: 2 Ballots: 00135 Tot: 0024904

- (For General Election only) If Write-In votes were cast on any Voting Unit, the “Print Write-In candidates?” prompt will appear. Press “No.” (If there were no Write-In votes cast, the prompt will not appear.)

Print write-in candidates?

Yes No

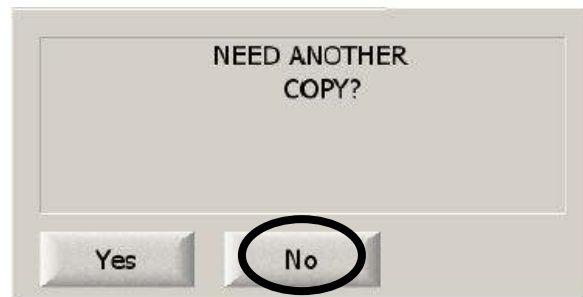
- The “Print Long Report?” prompt will appear. Press the “No” button.

PRINT LONG REPORT?

Yes No

Ending the Election and Closing the Voting Units

- Tear off the 3rd copy of the Accumulated Totals Report. **Both** Chief Judges must sign the report and post next to the 2nd copy of the report posted before moving the unit.
- The “Need Another Copy?” prompt will appear. Press the “No” button.



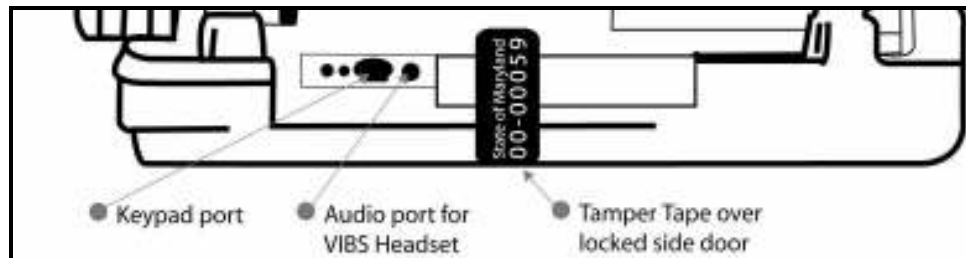
Shutdown

- When the “Post-Election Mode” screen appears, press the “Shutdown” button on the screen. A message will appear instructing you to press the power button in the side compartment to turn off the Voting Unit.



- Press the red power button in the side compartment.
- Remove the memory card, wrap the zero total report around it and pack with the other memory cards.

- Remove the modem card, and secure it in the Black Leather Case. Ensure that the Black Leather Case contains a memory card for **EVERY** Voting Unit.
- Close and lock the side compartment door.
- Record the new tamper tape number on the *Voting System Integrity Report – Part 3*.
- Put the tamper tape over the keyhole for the side compartment. Remember to extend the tamper tape above and below the door.



Taking Down the Voting Units

Once the tamper tape has been placed over the locked side compartment door, the Voting Unit may be taken down. Repeat steps below for each Voting Unit.

1. Verify that the top printer compartment is locked and tamper tape has been placed over the locked side power compartment door.
2. Unplug the power cord. Place it in the plastic bag (attached to the blue cart).
3. Disconnect headphones and keypad from the accessible Voting Unit and place them in the Green Bag.
4. Lower screen to the flat position by pressing the black button on the top of the screen and folding the adjustable metal bar. Make sure that the screen is locked in place.
5. Fold the right privacy screen into the Voting Unit lid. Repeat with left screen. Do not force screens.
6. Close the top of the case, and make sure it locks into place.
7. Make sure the Voting Unit tag or label is still attached to the Voting Unit. If the tag is not attached to the Voting Unit, call the Board of Elections.
8. Seal the Voting Unit case with a red lock (found in the Black Leather Case).
9. Record the number of the red lock on the *Voting System Integrity Report - Part 3* for that Voting Unit.

Ending the Election and Closing the Voting Units

10. Using two people, place the Voting Unit upside down on the floor or table.
11. Open the black securing latch in the middle of each leg.
12. Push in the silver button to lower the leg, and close the black securing latch. Repeat for each leg.
13. Open the black latch at the base of the legs, and fold legs into case. If legs are not flat, unfold and fold other set of legs first. DO NOT force!
14. Close the black latches at the base of the legs.
15. Place the Voting Unit on its side so that you can pull the retractable handle up.

Packing the Voting Units

- Working in teams of two, stack the Voting Units on the blue cart(s). **Please note the following guidelines:**
 - The side of the Voting Unit case with the briefcase style handle and the Voting Unit tag should face out, that is, away from the upright blue bar.
 - The legs should be on the bottom.
 - The opening for the legs on the bottom of each Voting Unit should engage the lip in the top of the Voting Unit below it, to prevent the Voting Units from sliding off of the cart.
 - Do not attempt to stack more than ten (10) Voting Units on a cart. There may be up to two Voting Units that will not fit on the cart provided.
- Thread the red security cable through each of the Voting Unit handles and through the brackets on the cart. Secure the red security cable with the nylon zip tie (taped to the top of the cart).
- Roll the Voting Unit carts into the secure closet or room for storage, and verify that the room is locked.